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VOCATIONAL EDUCATION INFORMATION SYSTEM. FEDERAL OPERATING MANUAL.

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THE DESIGN SPECIFICATIONS NECESSARY TO DEVELOP A FEDERAL-LEVEL, VOCATIONAL EDUCATION INFORMATION SYSTEM (VEIS), WERE PRESENTED IN THIS MANUAL. BASIC DESIGN ELEMENTS WERE DETERMINED BY STUDYING THE FEDERAL VOCATIONAL EDUCATION REPORTING REQUIREMENTS FOR EACH STATE AND BY EVALUATING A NUMBER OF IMMEDIATE REPORTING REQUIREMENTS WITHIN THE FEDERAL GOVERNMENT. IT WAS FOUND THAT THESE LATTER REQUIREMENTS, INCLUDING REPORTS TO CONGRESS AND OTHER FEDERAL AGENCIES, WERE FREQUENTLY CHANGING. THIS FACTOR MADE IT HIGHLY IMPRACTICAL TO DEVELOP DETAILED SYSTEM SPECIFICATIONS AT THE TIME, AS COMPUTER PROGRAMS WOULD HAVE TO BE DEVELOPED ON AN "AS REQUIRED" BASIS. IT WAS DECIDED TO PRESENT ONLY THE INPUT PARAMETERS OF THE SYSTEM, AS THESE WERE BASED ON REQUIREMENTS FINALIZED BY THE U.S. OFFICE OF EDUCATION. COMPUTER PROGRAMS WOULD BE DEVELOPED TO HANDLE OUTPUT DATA WHEN REQUIREMENTS ARE DEFINED BY THE VARIOUS SUBSCRIBERS TO THE SYSTEM. THE CONTENTS OF THE MANUAL PROVIDE THE FOLLOWING INFORMATION--(1) A DESCRIPTION OF THE IMMEDIATE OBJECTIVES OF THE SYSTEM, (2) A PRESENTATION OF CRITERIA AND PARAMETERS FOR DEVELOPING A FEDERAL-LEVEL SYSTEM, SUPPORTED BY MAGNETIC TAPE FORMATS AND FEDERAL CODES USED BY THE STATE VOCATIONAL EDUCATION INFORMATION SYSTEM, AND (3) A GLOSSARY OF TERMS COMMONLY USED WITH THE SYSTEM. THE MANUAL IS AN APPENDIX TO THE VEIS FINAL REPORT (AA 000 155) AND SUPPLEMENTS THE 2-PART, VEIS STATE OPERATING MANUAL (AA 000 157, AA 000 158). (JH)

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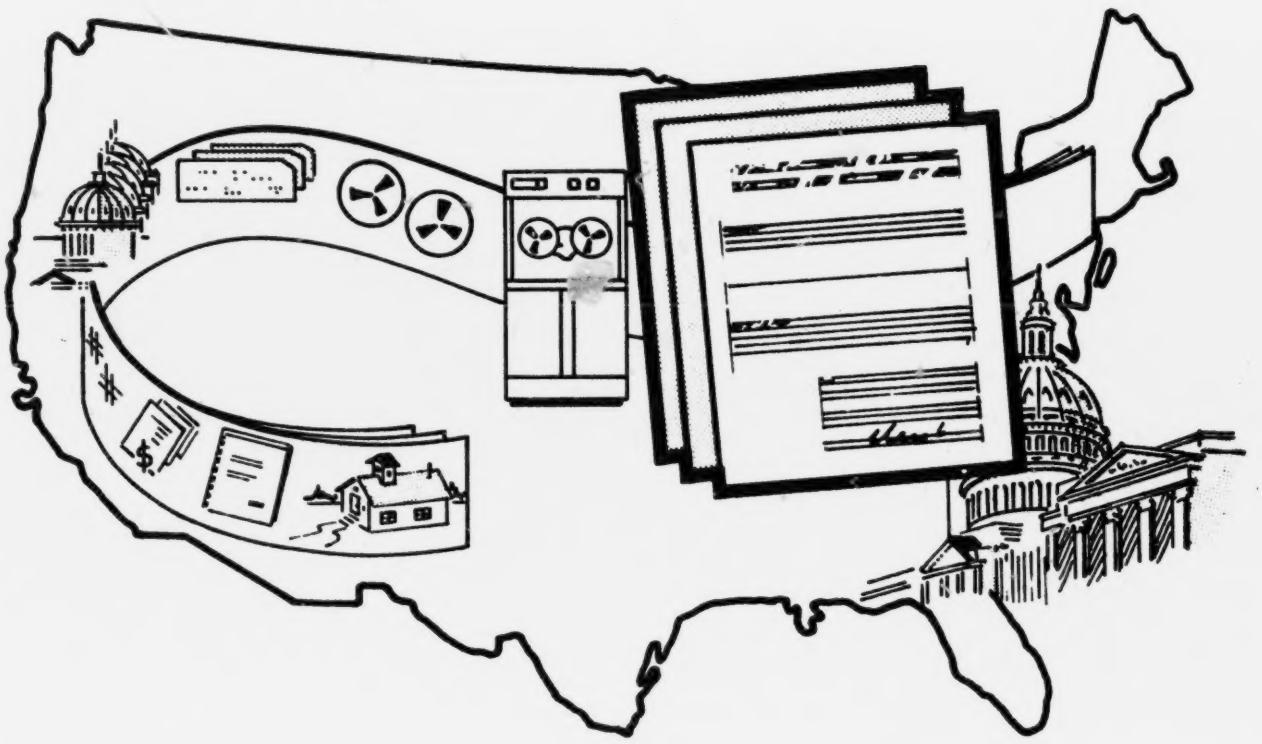

FEDERAL OPERATING MANUAL

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FEDERAL OPERATING MANUAL

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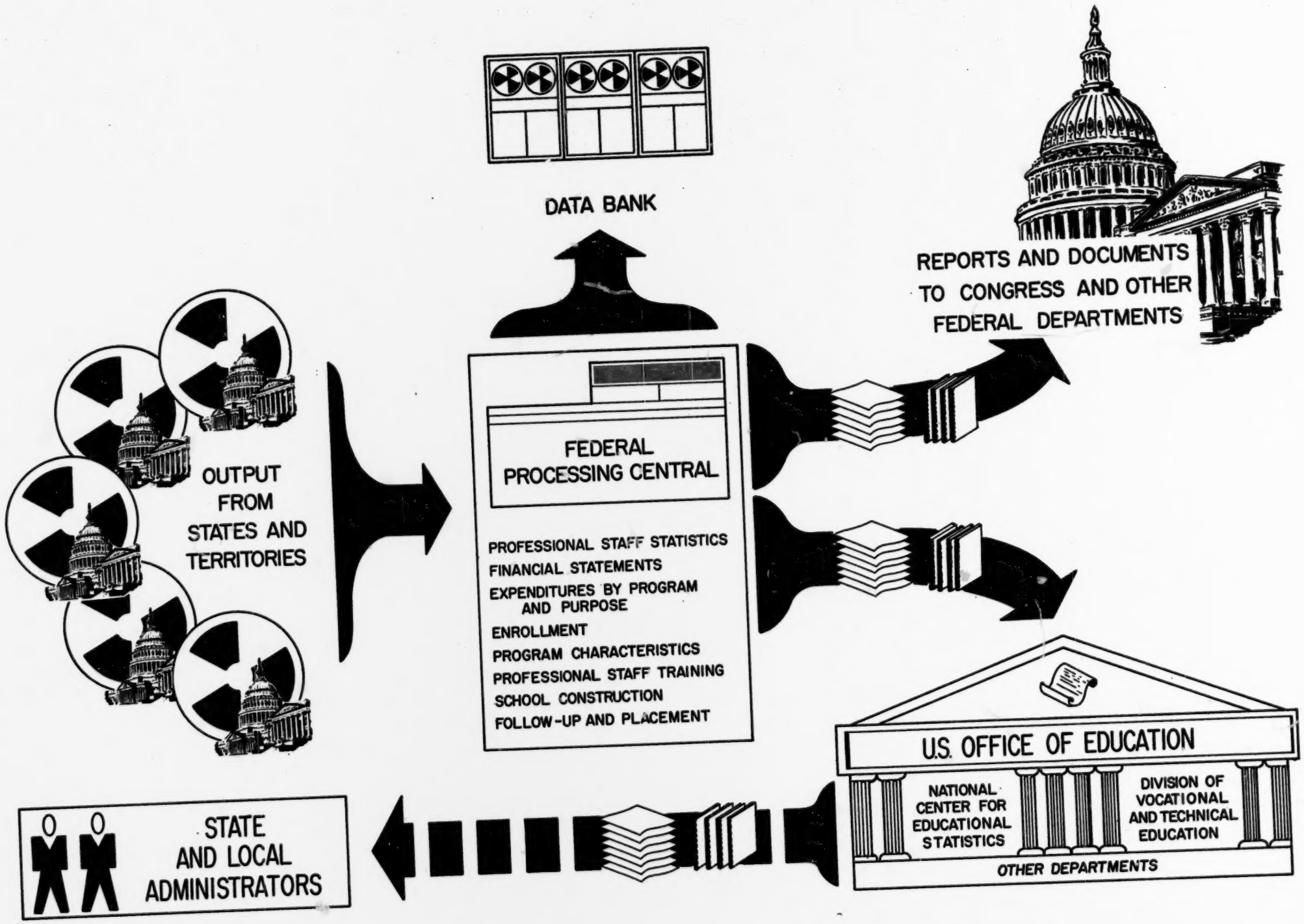


Frontispiece. Federal Vocational Education Information System

FOREWORD

To supplement the Vocational Education Information System (VEIS) State Operating Manual, which presents specifications for a universal State-level VEIS, it is necessary to provide a companion document that embodies the design specifications for VEIS at the Federal level. To this end, this manual was prepared. As with the development of the State VEIS, the Federal-level design involved the active cooperation and participation of State personnel, U.S. Office of Education personnel, and the contract services of Federal Electric Corporation.

INTRODUCTION

This manual presents the basic elements necessary to develop a Federal-level Vocational Education Information System. The basic elements were determined by studying the Federal reporting requirements imposed upon each State and by evaluating a number of immediate vocational education reporting requirements within the Federal government. It was found that these latter needs (such as, reports to Congress and other Federal agencies) were frequently changing and therefore made it highly impractical to develop detailed system specifications at this time. Computer programs would have to be developed on an "as required" basis. It was for this reason that only the input parameters of the system are presented and these are based on areas considered finalized by the U.S. Office of Education. As output requirements are definitized by the various subscribers to the system, Federal system analysts and programmers will prepare computer programs to reduce and process the data received from the States.

To comply with a U.S. Office of Education requirement that VEIS be compatible with the Basic Educational Data System, as defined at the time the VEIS system was under development, the State design was centered around staff activity input data. That is, the data base for the system is staff activity.

The contents of the manual are arranged in three chapters as follows:

a. Chapter 1, System Description, describes the immediate objectives of the system.
b. Chapter 2, System Design Characteristics, presents the critera and parameters for developing a Federal-level system and is supported by magnetic tape formats and Federal codes employed by the State Vocational Education Information System.
c. Chapter 3, Terms and Definitions, contains a glossary of terms.

CHAPTER 1

SYSTEM DESCRIPTION

As shown in the frontispiece, the prime objectives of the Federal VEIS are to develop reports for Congress, the U.S. Office of Education, and other Federal departments. The data source for the Federal system are the States and territories. Data are fed into the VEIS, on a scheduled basis, on magnetic tape and in predetermined format. The tape format, as well as basic data requirements, have been established by the Federal government and are discussed in detail in Chapter 2. Because the immediate Federal requirements are best fulfilled by the "green forms" (U.S. Office of Education report forms), these were used as the basis for determining input data requirements. The forms which will be replaced by utilizing magnetic tape are listed below:

a. OE 4042, Financial Statement of Federal Funds for Vocational Education
b. OE 4043, Expenditure of Funds for Vocational Education by Program
c. OE 4044, Expenditure of Funds for Vocational Education by Purpose
d. OE 4046, Number and Type of Schools Offering Vocational Education Programs
e. OE 4047-1, Number of Teachers in Vocational Education Programs
f. OE 4047-2, Number of State Personnel and Local Administrators in Vocational Education
g. OE 4047-3, Status of Teacher Training in Vocational Education
h. OE 4048, Enrollments in Vocational Education Programs
i. OE 4220, Project Status and Expenditures of Vocational Area School Construction
j. OE 4045, Follow-up of Enrollees in Cooperative and Preparatory Vocational Education Programs

After the data has been sorted and edited by the Federal Processing Central, the data is stored in the Federal data bank. By using modern data processing methods, information for statistical analysis and reports will be available to all levels of the Federal government by January for the school year ending the previous June. Examples of such timely statistical data that are frequently required are listed below:

a. Enrollment in Vocational Classes, by Type of Program and by State or Territory

b. Number of Schools Offering Vocational Education Programs by Type of Programs, by Type of Class, and by State or Territory
c. Expenditures for Vocational Education, by Source of Funds and by State or Territory
d. Expenditures for Vocational Agriculture Education by Source of Funds and by State or Territory
e. Expenditures for Vocational Agriculture Education by Function and by State or Territory

Such information as well as other statistical reports and studies will permit annual evaluations of the service of vocational education to the entire nation. Reports can be generated for numerous subscribers without lengthy survey and collection procedures by utilizing the Federal data bank. In summary, current nationwide quantitative and qualitative analysis of vocational education can be made and the results used to revise and expand training programs consistent with national employment and economic needs.

CHAPTER 2

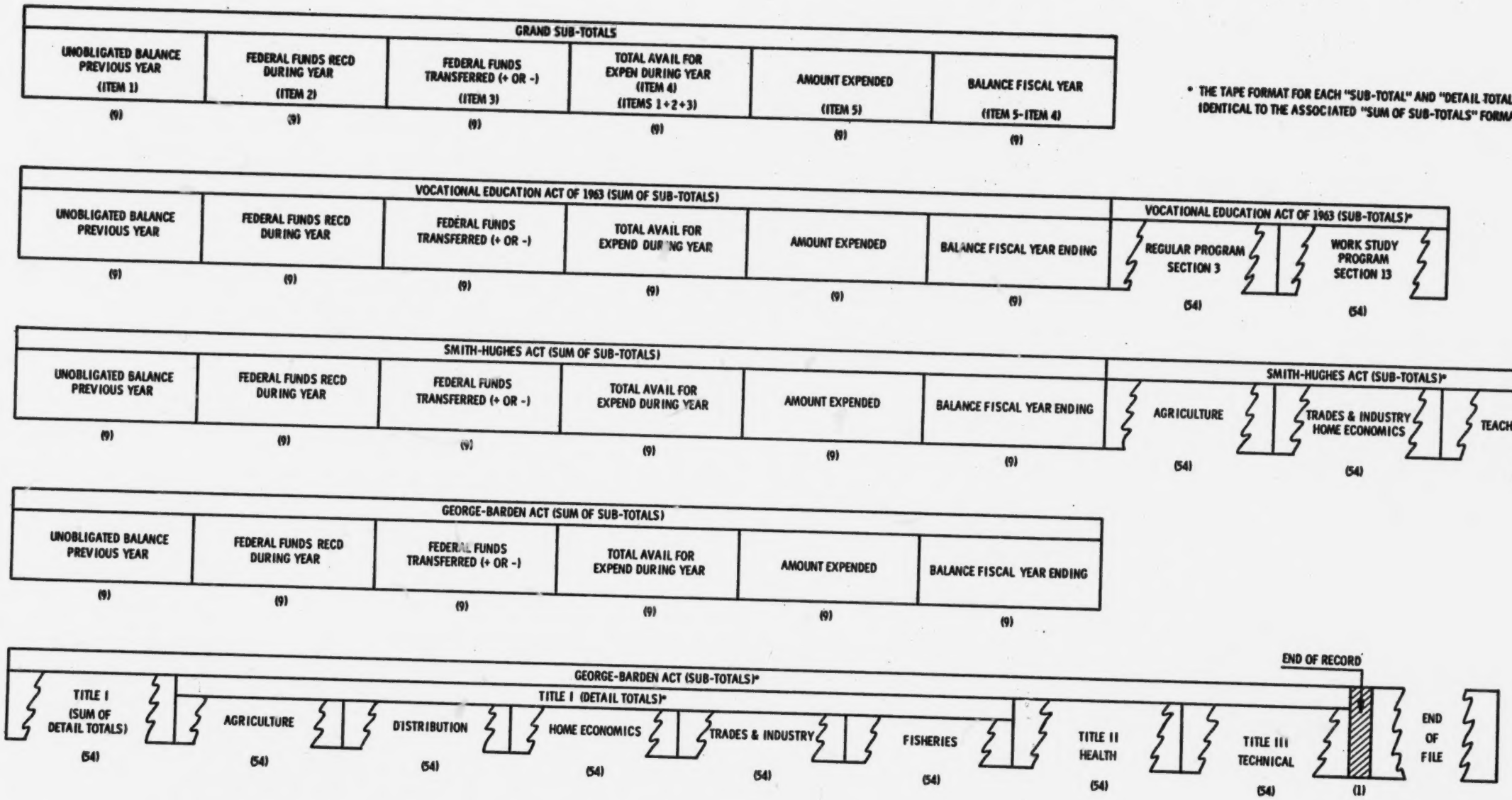
SYSTEM DESIGN CHARACTERISTICS

As noted in the Introduction, the system design characteristics presented in this manual are limited to only the Federal input tape formats. The Federal tapes are prepared by each State and represent the annual reports required by the U.S. Office of Education. In order to obtain some degree of standardization in the reporting procedures, the tape format developed for the system must be adhered to by all reporting States.

The Federal tape formats that are included in this chapter are listed below.

a. Financial Statement of Federal Funds for Vocational Education
b. Expenditure of Funds for Vocational Education by Program
c. Expenditure of Funds for Vocational Education by Purpose
d. Number and Type of Schools Offering Vocational Education Programs
e. Number of Teachers in Vocational Education Programs
f. Number of State Personnel and Local Administrators in Vocational Education
g. Status of Professional Staff Training in Vocational Education
h. Enrollments in Vocational Education Programs
i. Project Status and Expenditures of Area Vocational School Construction
j. Follow-Up of Enrollees in Cooperative and Preparatory Vocational Education Programs

In addition, a list of code assignments that were prepared by the U.S. Office of Education for use by the reporting States are included at the end of the chapter.


GRAND SUB-TOTALS
UNOBLIGATED BALANCE PREVIOUS YEAR (ITEM 1) (9)
FEDERAL FUNDS RECD DURING YEAR (ITEM 2) (9)
FEDERAL FUNDS TRANSFERRED (+ OR -) (ITEM 3) (9)
TOTAL AVAIL FOR EXPEN DURING YEAR (ITEM 4) (ITEMS 1+2+3) (9)
AMOUNT EXPENDED (ITEM 5) (9)
BALANCE FISCAL YEAR (ITEM 5-ITEM 4) (9)
VOCATIONAL EDUCATION ACT OF 1963 (SUM OF SUB-TOTALS)
UNOBLIGATED BALANCE PREVIOUS YEAR (9)
FEDERAL FUNDS RECD DURING YEAR (9)
FEDERAL FUNDS TRANSFERRED (+ OR -) (9)
TOTAL AVAIL FOR EXPEND DURING YEAR (9)
AMOUNT EXPENDED (9)
BALANCE FISCAL YEAR ENDING (9)
VOCATIONAL EDUCATION ACT OF 1963 (SUB-TOTALS)*
REGULAR PROGRAM SECTION 3 (54)
WORK STUDY PROGRAM SECTION 13 (54)
SMITH-HUGHES ACT (SUM OF SUB-TOTALS)
UNOBLIGATED BALANCE PREVIOUS YEAR (9)
FEDERAL FUNDS RECD DURING YEAR (9)
FEDERAL FUNDS TRANSFERRED (+ OR -) (9)
TOTAL AVAIL FOR EXPEND DURING YEAR (9)
AMOUNT EXPENDED (9)
BALANCE FISCAL YEAR ENDING (9)
SMITH-HUGHES ACT (SUB-TOTALS)*
AGRICULTURE (54)
TRADES & INDUSTRY HOME ECONOMICS (54)
TEACHER TRAINING (54)
GEORGE-BARDEN ACT (SUM OF SUB-TOTALS)
UNOBLIGATED BALANCE PREVIOUS YEAR (9)
FEDERAL FUNDS RECD DURING YEAR (9)
FEDERAL FUNDS TRANSFERRED (+ OR -) (9)
TOTAL AVAIL FOR EXPEND DURING YEAR (9)
AMOUNT EXPENDED (9)
BALANCE FISCAL YEAR ENDING (9)
END OF RECORD
GEORGE-BARDEN ACT (SUB-TOTALS)*
TITLE I (SUM OF DETAIL TOTALS) (54)
TITLE I (DETAIL TOTALS)*
AGRICULTURE (54)
DISTRIBUTION (54)
HOME ECONOMICS (54)
TRADES & INDUSTRY (54)
FISHERIES (54)
TITLE II HEALTH (54)
TITLE III TECHNICAL (54)
(1)
END OF FILE

* THE TAPE FORMAT FOR EACH "SUB-TOTAL" AND "DETAIL TOTAL" IS IDENTICAL TO THE ASSOCIATED "SUM OF SUB-TOTALS" FORMAT.

Figure 1. Financial Statement of Federal Funds for Vocational Education, Federal Tape Format

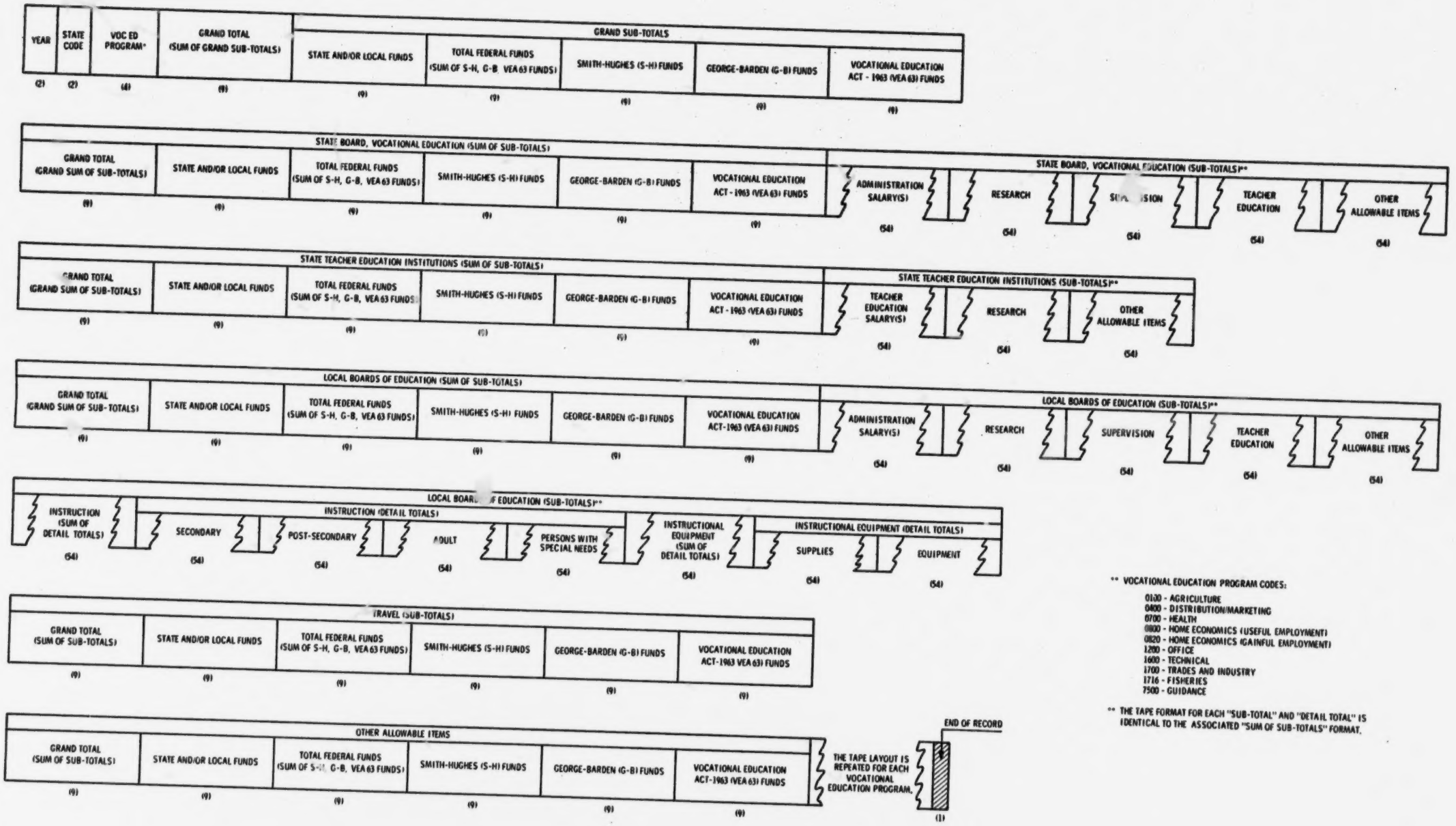

YEAR (2)
STATE CODE (2)
VOC ED PROGRAM* (4)
GRAND TOTAL (SUM OF GRAND SUB-TOTALS) (9)
GRAND SUB-TOTALS
STATE AND/OR LOCAL FUNDS (9)
TOTAL FEDERAL FUNDS (SUM OF S-H, G-B, VEA 63 FUNDS) (9)
SMITH-HUGHES (S-H) FUNDS (9)
GEORGE-BARDEN (G-B) FUNDS (9)
VOCATIONAL EDUCATION ACT - 1963 (VEA 63) FUNDS (9)
STATE BOARD, VOCATIONAL EDUCATION (SUM OF SUB-TOTALS)
GRAND TOTAL (GRAND SUM OF SUB-TOTALS) (9)
STATE AND/OR LOCAL FUNDS (9)
TOTAL FEDERAL FUNDS (SUM OF S-H, G-B, VEA 63 FUNDS) (9)
SMITH-HUGHES (S-H) FUNDS (9)
GEORGE-BARDEN (G-B) FUNDS (9)
VOCATIONAL EDUCATION ACT - 1963 (VEA 63) FUNDS (9)
STATE BOARD, VOCATIONAL EDUCATION (SUB-TOTALS)**
ADMINISTRATION SALARY(S) (54)
RESEARCH (54)
SUPERVISION (54)
TEACHER EDUCATION (54)
OTHER ALLOWABLE ITEMS (54)
STATE TEACHER EDUCATION INSTITUTIONS (SUM OF SUB-TOTALS)
GRAND TOTAL (GRAND SUM OF SUB-TOTALS) (9)
STATE AND/OR LOCAL FUNDS (9)
TOTAL FEDERAL FUNDS (SUM OF S-H, G-B, VEA 63 FUNDS) (9)
SMITH-HUGHES (S-H) FUNDS (9)
GEORGE-BARDEN (G-B) FUNDS (9)
VOCATIONAL EDUCATION ACT - 1963 (VEA 63) FUNDS (9)
STATE TEACHER EDUCATION INSTITUTIONS (SUB-TOTALS)**
TEACHER EDUCATION SALARY(S) (54)
RESEARCH (54)
OTHER ALLOWABLE ITEMS (54)
LOCAL BOARDS OF EDUCATION (SUM OF SUB-TOTALS)
GRAND TOTAL (GRAND SUM OF SUB-TOTALS) (9)
STATE AND/OR LOCAL FUNDS (9)
TOTAL FEDERAL FUNDS (SUM OF S-H, G-B, VEA 63 FUNDS) (9)
SMITH-HUGHES (S-H) FUNDS (9)
GEORGE-BARDEN (G-B) FUNDS (9)
VOCATIONAL EDUCATION ACT-1963 (VEA 63) FUNDS (9)
LOCAL BOARDS OF EDUCATION (SUB-TOTALS)**
ADMINISTRATION SALARY(S) (54)
RESEARCH (54)
SUPERVISION (54)
TEACHER EDUCATION (54)
OTHER ALLOWABLE ITEMS (54)
LOCAL BOARDS OF EDUCATION (SUB-TOTALS)**
INSTRUCTION (SUM OF DETAIL TOTALS) (54)
INSTRUCTION (DETAIL TOTALS)
SECONDARY (54)
POST-SECONDARY (54)
ADULT (54)
PERSONS WITH SPECIAL NEEDS (54)
INSTRUCTIONAL EQUIPMENT (SUM OF DETAIL TOTALS) (54)
INSTRUCTIONAL EQUIPMENT (DETAIL TOTALS)
SUPPLIES (54)
EQUIPMENT (54)
TRAVEL (SUB-TOTALS)
GRAND TOTAL (SUM OF SUB-TOTALS) (9)
STATE AND/OR LOCAL FUNDS (9)
TOTAL FEDERAL FUNDS (SUM OF S-H, G-B, VEA 63 FUNDS) (9)
SMITH-HUGHES (S-H) FUNDS (9)
GEORGE-BARDEN (G-B) FUNDS (9)
VOCATIONAL EDUCATION ACT-1963 VEA 63) FUNDS (9)
OTHER ALLOWABLE ITEMS
GRAND TOTAL (SUM OF SUB-TOTALS) (9)
STATE AND/OR LOCAL FUNDS (9)
TOTAL FEDERAL FUNDS (SUM OF S-H, G-B, VEA 63 FUNDS) (9)
SMITH-HUGHES (S-H) FUNDS (9)
GEORGE-BARDEN (G-B) FUNDS (9)
VOCATIONAL EDUCATION ACT-1963 (VEA 63) FUNDS (9)
THE TAPE LAYOUT IS REPEATED FOR EACH VOCATIONAL EDUCATION PROGRAM.
END OF RECORD (1)
** VOCATIONAL EDUCATION PROGRAM CODES:
0100 - AGRICULTURE
0400 - DISTRIBUTION/MARKETING
0700 - HEALTH
0800 - HOME ECONOMICS (USEFUL EMPLOYMENT)
0820 - HOME ECONOMICS (GAINFUL EMPLOYMENT)
1200 - OFFICE
1600 - TECHNICAL
1700 - TRADES AND INDUSTRY
1716 - FISHERIES
7500 - GUIDANCE
** THE TAPE FORMAT FOR EACH "SUB-TOTAL" AND "DETAIL TOTAL" IS IDENTICAL TO THE ASSOCIATED "SUM OF SUB-TOTALS" FORMAT.

Figure 2. Expenditure of Funds for Vocational Education by Program, Federal Tape Format

GRAND TOTAL (SUM OF GRAND SUB-TOTALS)	GRAND SUB-TOTALS			
	TOTAL FEDERAL FUNDS	TOTAL STATE & LOCAL FUNDS (SUM OF STATE & LOCAL)	STATE FUNDS	LOCAL FUNDS
(9)	(9)	(9)	(9)	(9)

* THE TAPE FORMAT FOR EACH "SUB-TOTAL" AND "DETAIL TOTAL" IS IDENTICAL TO THE ASSOCIATED "SUM OF SUB-TOTALS" FORMAT.

VOCATIONAL EDUCATION ACT OF 1963 (SUM OF SUB-TOTALS)					VOCATIONAL EDUCATION ACT OF 1963 (SUB-TOTALS)*						
GRAND TOTAL (GRAND SUM OF SUB-TOTALS)	TOTAL FEDERAL FUNDS	TOTAL STATE & LOCAL FUNDS (SUM OF STATE & LOCAL)	STATE FUNDS	LOCAL FUNDS	SECONDARY	POST-SECONDARY	ADULT	PERSONS WITH SPECIAL NEEDS	CONSTRUCTION	ANCILLARY SERVICES	WORK STUDY
(9)	(9)	(9)	(9)	(9)	(45)	(45)	(45)	(45)	(45)	(45)	(45)

SMITH-HUGHES ACT (SUM OF SUB-TOTALS)					SMITH-HUGHES ACT (SUB-TOTALS)*								
GRAND TOTAL (GRAND SUM OF SUB-TOTALS)	TOTAL FEDERAL FUNDS	TOTAL STATE & LOCAL FUNDS (SUM OF STATE & LOCAL)	STATE FUNDS	LOCAL FUNDS	AGRICULTURE	HOME ECONOMICS USEFUL EMPLOYMENT	HOME ECONOMICS GAINFUL EMPLOYMENT	TRADES & INDUSTRY	MAINTENANCE OF TEACHER TRAINING (SUM OF DETAIL TOTALS)	MAINTENANCE OF TEACHER TRAINING (DETAIL		
										AGRICULTURE	HOME ECONOMICS	TRADES & INDUSTRY
(9)	(9)	(9)	(9)	(9)	(45)	(45)	(45)	(45)	(45)	(45)	(45)	(45)

GEORGE-BARDEN ACT (SUM OF SUB-TOTALS)					GEORGE-BARDEN (SUB-TOTALS)*										END OF RECORD
GRAND TOTAL (GRAND SUM OF SUB-TOTALS)	TOTAL FEDERAL FUNDS	TOTAL STATE & LOCAL FUNDS (SUM OF STATE & LOCAL)	STATE FUNDS	LOCAL FUNDS	TITLE I (SUM OF DETAIL TOTALS)	TITLE I (DETAIL TOTALS)							TITLE II, HEALTH	TITLE III, TECHNICAL	
						AGRICULTURE	DISTRIBUTION	HOMEMAKING	HOME ECONOMICS, GAINFUL	TRADES & INDUSTRY	FISHERIES				
(9)	(9)	(9)	(9)	(9)	(45)	(45)	(45)	(45)	(45)	(45)	(45)		(45)	(45)	(1)

Figure 3. Expenditure of Funds for Vocational Education by Purpose, Federal Tape Format

AGRICULTURE										
ADULT									COOPERATIVE	PREPARATORY
VOCATIONAL AND/OR TECHNICAL (SECONDARY)		TECHNICAL VOCATIONAL (LOCAL)	COMMUNITY OR JUNIOR COLLEGE	UNIVERSITY OR COLLEGE	REGULAR OR COMPREHENSIVE SECONDARY SCHOOL	COMBINATION SEC/POST-SEC VOC. TECH SCHOOL	UNDER CONTRACT	TOTAL SCHOOLS FOR PROGRAM (UNDUPLICATED COUNT	SAME FORMAT AS ADULT	SAME FORMAT AS ADULT
ADULT OR REGIONAL	LOCAL									
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(5)	(37)	(37)

DISTRIBUTION* (111) HEALTH* (111) HOME ECONOMICS* (111) OFFICE* (111) TECHNICAL* (111) TRADES & INDUSTRY* (111)

NUMBER OF SCHOOLS OFFERING ONE OR MORE TYPES OF PROGRAMS (UNDUPLICATED COUNT)								TOTAL NUMBER SCHOOLS (UNDUPLICATED COUNT)
VOCATIONAL AND/OR TECHNICAL (SECONDARY)		TECHNICAL VOCATIONAL (LOCAL)	COMMUNITY OR JUNIOR COLLEGE	UNIVERSITY OR COLLEGE	REGULAR OR COMPREHENSIVE SECONDARY SCHOOL	COMBINATION SECONDARY POST-SEC VOCATIONAL TECHNICAL SCHOOL	UNDER CONTRACT	SAME FORMAT AS NUMBER OF SCHOOLS OFFERING ONE OR MORE TYPES OF PROGRAMS
ADULT OR REGIONAL	LOCAL							
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(32 + 1 E/I)

* THE TAPE FORMAT IS IDENTICAL TO THAT SHOWN FOR AGRICULTURE.

Figure 4. Number and Type of Schools Offering Vocational Education Programs, Federal Tape Format

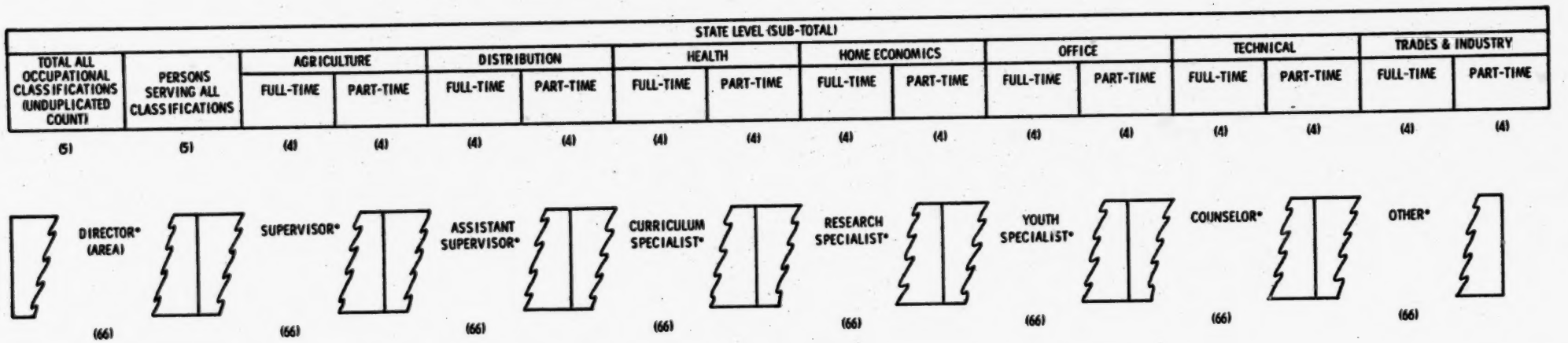
AGRICULTURE												PREPARATORY	SUPPLEMENTARY
		COOPERATIVE											
TOTAL (UNDUPLICATED COUNT)	TOTAL	SECONDARY		POST-SECONDARY		NUMBER OF ADULT TEACHERS				TEACHERS FOR PERSONS WITH SPECIAL NEEDS		SAME FORMAT AS COOPERATIVE	SAME FORMAT AS COOPERATIVE
		FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME SECONDARY	PART-TIME POST-SEC	FROM BUSINESS & INDUSTRY	FULL-TIME	PART-TIME		
(5)	(5)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(50)	(50)

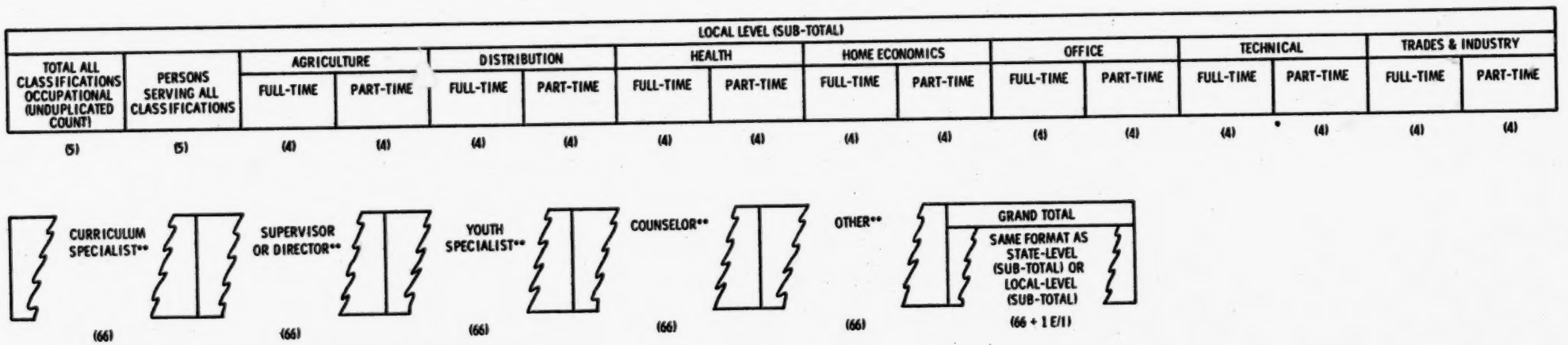
DISTRIBUTION*	HEALTH*	HOME ECONOMICS*	OFFICE*	TECHNICAL*	TRADES & INDUSTRY*
(150)	(150)	(150)	(150)	(150)	(150)

WORK STUDY PROGRAM												TOTAL
TOTAL (UNDUPLICATED COUNT)	TOTAL	SECONDARY		POST-SECONDARY		NUMBER OF ADULT TEACHERS				TEACHERS FOR PERSONS WITH SPECIAL NEEDS		SAME FORMAT AS WORK STUDY PROGRAM
		FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME SECONDARY	PART-TIME POST-SEC	FROM BUSINESS & INDUSTRY	FULL-TIME	PART-TIME	
(5)	(5)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(50 + 1 E/I)

• THE TAPE FORMAT IS IDENTICAL TO THAT SHOWN FOR AGRICULTURE

Figure 5. Number of Teachers in Vocational Education Programs, Federal Tape Format

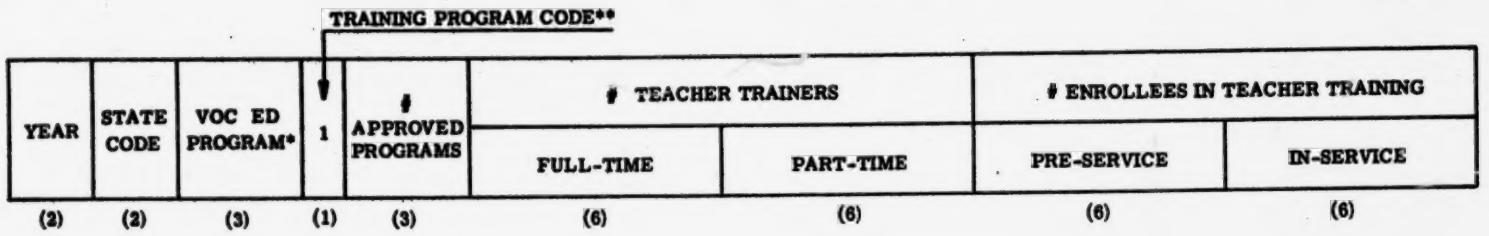


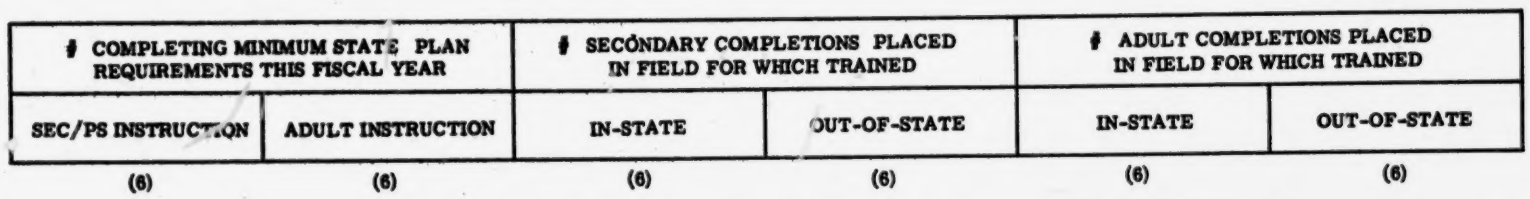


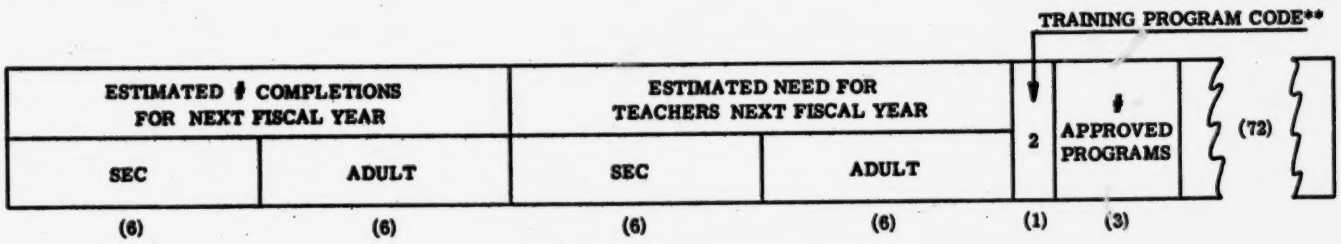
* THIS DATA CATEGORY IS SUBORDINATE TO STATE-LEVEL (SUB-TOTAL). THE TAPE FORMAT IS IDENTICAL TO THAT SHOWN FOR STATE-LEVEL (SUB-TOTAL).

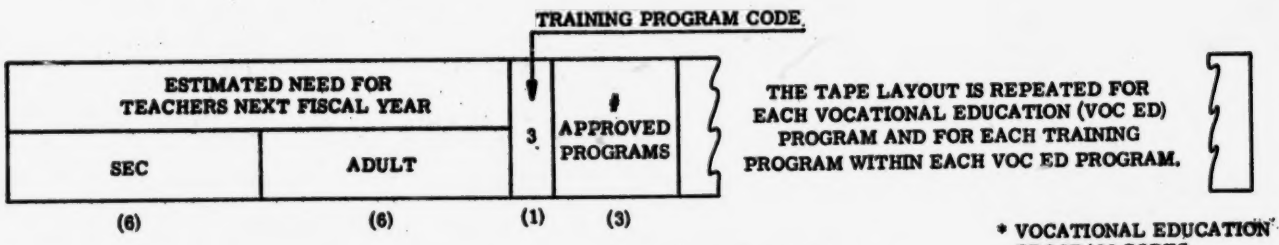
** THIS DATA CATEGORY IS SUBORDINATE TO LOCAL-LEVEL (SUB-TOTAL). THE TAPE FORMAT IS IDENTICAL TO THAT SHOWN FOR LOCAL-LEVEL (SUB-TOTAL).

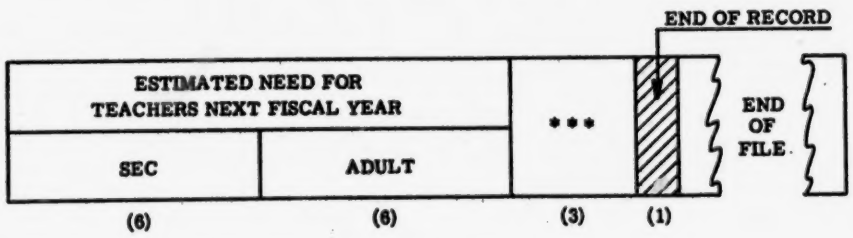
Figure 6. Number of State Personnel and Local Administrators in Vocational Education, Federal Tape Format




COMPLETING MINIMUM STATE PLAN REQUIREMENTS THIS FISCAL YEAR
SEC/PS INSTRUCTION
ADULT INSTRUCTION
SECONDARY COMPLETIONS PLACED IN FIELD FOR WHICH TRAINED
IN-STATE
OUT-OF-STATE
ADULT COMPLETIONS PLACED IN FIELD FOR WHICH TRAINED
IN-STATE
OUT-OF-STATE
(6) (6) (6) (6) (6) (6)




TRAINING PROGRAM CODE
ESTIMATED NEED FOR TEACHERS NEXT FISCAL YEAR
SEC
ADULT
3
APPROVED PROGRAMS
(6) (6) (1) (3)
THE TAPE LAYOUT IS REPEATED FOR EACH VOCATIONAL EDUCATION (VOC ED) PROGRAM AND FOR EACH TRAINING PROGRAM WITHIN EACH VOC ED PROGRAM.



* VOCATIONAL EDUCATION PROGRAM CODES:
- 001 - AGRICULTURE
- 004 - DISTRIBUTION/MARKETING
- 007 - HEALTH
- 008 - HOME ECONOMICS
- 012 - OFFICE
- 016 - TECHNICAL
- 017 - TRADES AND INDUSTRY
- 075 - GUIDANCE

** TRAINING PROGRAM CODES:
- 1 - SUPERVISORY TRAINING
- 2 - ADMINISTRATIVE TRAINING
- 3 - TEACHER TRAINING
- 4 - COMBINATION OF 1, 2 AND 3
- 5 - OTHER

*** TOTAL NUMBER OF INSTITUTIONS OFFERING ONE OR MORE APPROVED TEACHER TRAINING PROGRAMS IN VOCATIONAL EDUCATION.

Figure 7. Status of Professional Staff Training in Vocational Education, Federal Tape Format

MALES							
INSTRUC-TIONAL PROGRAM	INSTRUCTIONAL COURSE	GRAND TOTAL	BELOW GRADE 9	SECONDARY LEVEL OF COURSE			
				GRADE 9	GRADE 10	GRADE 11	GRADE 12
(3)	(4)	(7)	(6)	(6)	(6)	(6)	(6)

MALES					FEMALES	
POST-SECONDARY LEVEL OF COURSE		ADULT LEVEL OF COURSE		PERSONS WITH SPECIAL NEEDS	GRAND TOTAL	BELOW GRADE 9
GRADE 13	GRADE 14	PREPARATORY	SUPPLEMENTARY			
(6)	(6)	(6)	(6)	(6)	(7)	(6)

FEMALES					
SECONDARY LEVEL OF COURSE				POST-SECONDARY LEVEL OF COURSE	
GRADE 9	GRADE 10	GRADE 11	GRADE 12	GRADE 13	GRADE 14
(6)	(6)	(6)	(6)	(6)	(6)

FEMALES			
ADULT LEVEL OF COURSE		PERSONS WITH SPECIAL NEEDS	THE TAPE FORMAT IS REPEATED FOR EACH INSTRUCTIONAL PROGRAM
PREPARATORY	SUPPLEMENTARY		
(6)	(6)	(6)	

Figure 8. Enrollments in Vocational Education Programs, Federal Tape Format

PROGRAM ID: SCHOOL CONSTRUCTION

TAPE STATION 3: ONLY TAPE FOR SCHOOL CONSTRUCTION

VALUE OF ID: SC-CONST

REGION CODE — RECORD ID — TYPE OF AREA VOC SCHOOL* — TYPE OF CONSTRUCTION PROGRAM**

YEAR	STATE CODE		CONG DIST	COUNTY CODE	SCHOOL DISTRICT CODE	SCHOOL NUMBER		PROJECT NUMBER			AGRICULTURE	
											NEW FACILITY (N)	EXISTING FACILITY (E)
(2)	(2)	(1)	(2)	(2)	(3)	(4)	(1)	(6)	(1)	(1)	(4)	(4)

DISTRIBUTION/MARKETING		HEALTH		HOME ECONOMICS		OFFICE	
N	E	N	E	N	E	N	E
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

TECHNICAL		TRADES AND INDUSTRY		ACRES FOR CONSTRUCTION PROJECT	TOTAL SQUARE FEET IN PROJECT	# CLASS-ROOMS	# LABS/ SHOPS
N	E	N	E				
(4)	(4)	(4)	(4)	(4)	(6)	(2)	(2)

FUNDS EXPENDED FOR PROJECT			COST OF INITIAL EQUIPMENT INCLUDED IN PROJECT
FEDERAL	STATE	LOCAL	
(8)	(8)	(8)	(8)

END OF RECORD

SUM OF FEDERAL, STATE, AND LOCAL FUNDS	
(8)	(1)

*TYPE OF AREA VOCATIONAL SCHOOL CODE:

1 - SPECIALIZED HIGH SCHOOL
2 - DEPARTMENT OF A HIGH SCHOOL
3 - TECHNICAL/VOCATIONAL SCHOOL
4 - DEPARTMENT OF A HIGHER EDUCATION INSTITUTION

** TYPE OF CONSTRUCTION PROGRAM CODE:

1 - EXPANSION, REMODELING AND/OR ALTERATIONS
2 - CONSTRUCTION OF NEW BUILDINGS

Figure 9. Project Status and Expenditures of Area Vocational School Construction, Federal Tape Format

TAPE STATION 5: FOLLOW-UP SUMMARY TABLE

VALUE OF ID: FUP-SUMT

SEC CODE 1

STATE CODE	VOC ED PROGRAM*		COMPLETED PROGRAM REQUIREMENTS		ENTERED ARMED FORCES	
			MALES (M)	FEMALES (F)	M	F
(2)	(3)	(1)	(6)	(6)	(6)	(6)

CONTINUED FULL-TIME SCHOOL		NOT IN LABOR FORCE FOR OTHER REASONS		NUMBER EMPLOYED AND/OR AVAILABLE	
M	F	M	F	M	F
(6)	(6)	(6)	(6)	(6)	(6)

EMPLOYED FULL-TIME FOR WHICH TRAINED		EMPLOYED FULL-TIME RELATED TO TRAINING		EMPLOYED FULL-TIME NOT RELATED TO TRAINING	
M	F	M	F	M	F
(6)	(6)	(6)	(6)	(6)	(6)

EMPLOYED PART-TIME NOT ATTENDING FULL-TIME SCHOOL		UNEMPLOYED		STATUS UNKNOWN	
M	F	M	F	M	F
(6)	(6)	(6)	(6)	(6)	(6)

PS CODE 2

NONCOMPLETIONS			COMPLETED PROGRAM REQUIREMENTS		
M	F		M	F	(120)
(6)	(6)	(1)	(6)	(6)	

SEC CODE 1

NONCOMPLETIONS		VOC ED PROGRAM*		COMPLETED PROGRAM REQUIREMENTS	
M	F			M	F
(6)	(6)	(3)	(1)	(6)	(6)

THE TAPE LAYOUT IS REPEATED FOR EACH VOCATIONAL EDUCATION (VOC ED) PROGRAM.

END OF RECORD

NONCOMPLETIONS			END OF FILE
M	F		
(6)	(6)	(1)	

* VOCATIONAL EDUCATION PROGRAM CODES:

001 - AGRICULTURE
004 - DISTRIBUTION/MARKETING
007 - HEALTH
008 - HOME ECONOMICS
012 - OFFICE
016 - TECHNICAL
017 - TRADES AND INDUSTRY

Figure 10. Follow-Up of Enrollees in Cooperative and Preparatory Vocational Education Programs, Federal Tape Format

U.S. OFFICE OF EDUCATION CODE ASSIGNMENTS

A. Administrative Organization Unit Codes

Administrative Unit	Code
Public School (e.g., teacher, principal, librarian, counselor)	11
Local Basic Administrative Unit (commonly referred to as "school district") (e.g., superintendent, central office staff, supervisor)	12
Intermediate Administrative Unit (commonly referred to as "region") (e.g., administrative staff)	13
State Education Agency (e.g., state board, executive officers, staff)	14
Public School Operated by the State (e.g., State school for the blind or deaf, or a State correctional institution)	15
Public School Operated by the Federal Government (e.g., Federally operated school for military dependents or service personnel)	21
Nonpublic School	31

B. Instructional Organization Codes

Instructional Organization	
Regular or comprehensive high school	12
Vocational/technical school, local	14
Technical institute	30
University or college	40
Community or junior college	45
Vocational/technical school, area or regional	50
Combination secondary, post-secondary, and technical	80
Under contract	90

C. Position, Title, or Assignment Codes

Position, Title, or Assignment	Code
Director	300
Supervisor (includes consultants)	400
Assistant supervisor	410
Curriculum specialist	420
Research specialist (vocational)	421
Teacher	
Classroom	601
Substitute	602
Homebound or hospitalized	603
Supervising or department head	604
Teacher trainee (vocational)	607
Other teacher	609
Itinerant teacher (vocational)	611
Teacher coordinator (vocational)	612
Youth organization specialist (vocational)	620
Counselor	750
Other professional personnel	900
Non-credential personnel (trades and industry)	950

D. Area of Responsibility Codes

Area of Responsibility	
Administration Service Area	
School Board	101
Board Secretary's Office	102
Board Treasurer's Office	103
School Elections	104
Tax Collection	105

Area of Responsibility (Cont)	Code
Administration Service Area (cont)	
Legal Services	106
Other Board of Education Responsibility	107
General Administration	110
Public Information Services	111
Centralized Research Services	112
Statistical Services	113
Data Processing Services	114
Printing, Publishing, Duplicating	115
Administration of Instruction	120
Personnel Administration	130
Pupil Personnel Services Administration	140
Business Administration	150
Fiscal Control (Financial Accounting)	160
Buildings and Grounds Administration	170
Purchasing and Stores	180
Other Administrative Responsibility	190
Instruction Service Area	
Improvement of Curriculum and Instruction	210
School Direction and Management	220
Classroom Instruction	230
The Training of Preservice and Inservice Teachers	235
Teaching, Other Than Classroom Instruction	239
Textbook Program	240
School Library Services	250
Audiovisual Services	260
Guidance Services	270
Psychological Services	280
Educational Television	290
Supervising or Coordinating – Activities in an area or region (Vocational)	298
Other Instructional Services Responsibility	299
Other School Services	300
Attendance and School Social Work Service Area	
Attendance Services	311
School Social Work Services	312
Other Attendance and School Social Work Responsibility	319
Health Services Service Area	
Physical and Mental Health Services	321
Dental Health Services	322
School Nurse Services	323
Other Health Services Responsibility	329

Area of Responsibility (Cont)	Code
Pupil Transportation Services Service Area	
Pupil Transportation Vehicle Operation	331
Pupil Transportation Services Insurance	332
Replacement of Pupil Transportation Services Vehicles	333
Operation and Maintenance of Pupil Transportation Services	334
Pupil Transportation Vehicle Servicing and Maintenance	335
Parent – Arranged Transportation of Pupils	336
Direction and Management of Pupil Transportation Services Program	337
Other Pupil Transportation Services Responsibility	339

E. Instructional Program Codes

Instructional Program (Vocational Education Only)	
Agriculture	001
Distribution/Marketing Education	004
Health Occupations	007
Home Economics	008
Office Occupations Education	012
Technical Education	016
Trades and Industry Education	017
Work Experience Education	021
Combination of two or more of the above instruction programs	097

F. Instructional Course Codes

Instructional Course	
Agriculture (Vocational Education)	0010000
Agricultural Marketing	0100
Agricultural Processing	0200
Agricultural Production	0300
Agricultural Services	0400
Horticulture, Ornamental	0500
Agricultural Mechanics (NEC)	0600
Farm Management (NEC)	0700
Forestry (NEC)	0800
Non-course Activity	9800
Other Agriculture (NEC)	9900

Instructional Course (Cont)	Code
Distribution/Marketing Education (Vocational Education)	0040000
Apparel, Shoes	0100
Automotive, Petroleum	0200
Business Services, Advertising	0300
Export Trade	0400
Finance and Insurance	0500
Fish Merchandising (Fishery)	0600
Food	0700
Food Service	0800
Furniture	0900
General Merchandise	1000
Hardware, Lumber, Equipment	1100
Hotel, Motel	1200
Management, Mid-management	1300
Manufacturer Representatives	1400
Real Estate	1500
Transportation	1600
Wholesale (NEC)	1700
Non-course Activity	9800
Other Distribution/Marketing (NEC)	9900
Health Occupations (Vocational Education)	0070000
Dental Assistant	0100
Dental Lab Assistant	0200
Dispensing Optician Assistant	0300
Medical Assistant	0400
Medical Lab Assistant	0500
Nurses Aide	0600
Operating Room Assistant	0700
Physical Therapy Assistant	0800
Practical Nurse	0900
Non-course Activity	9800
Other Health Occupation (NEC)	9900
Home Economics (Vocational Education)	0080000
Homemaking (Useful Employment)	0100
Child Development	0110
Clothing and Textiles	0120
Consumer Education	0130
Family Relations/Family Living	0140
Food/Nutrition	0150
Home Management	0160
Housing/Home Furnishings	0170
Home Economics (Homemaking) (High School Only)	0180
Other Homemaking (NEC)	0190

Instructional Course (Cont)	Code
Occupational Preparation (Gainful Employment)	0200
Care and Guidance of Children	0210
Food Management, Production, and Services	0220
Institutional and Home Management	0230
Clothing Management, Production and Services	0240
Home Furnishings and Equipment	0250
Other Occupational Preparation in Home Economics (Specify)	0290
None-course Activity	9800
Other Home Economics (NEC)	9900
Office Occupations Education (Vocational Education)	**0120000**
Accounting, Auditing, Budget and Management Analysis	0100
Administrative Specialization	0200
Computing and Accounting	0300
Data Processing	0400
Information and Message Distribution	0500
Material and Production Recording	0600
Miscellaneous Clerical	0700
Stenographic-Secretarial	0800
Typing and Related	0900
Filing and Related	1000
Supervisory	1100
Personnel and Training Administration	1200
Non-course Activity	9800
Other Office Education (NEC)	9900
Technical Education (Vocational Education)	**0160000**
Aeronautical and Aero-space Technology	0100
Building Construction Technology	0200
Chemical Technology	0300
Civil Technology	0400
Dental Technology	0500
Electrical Technology	0600
Electronics Technology	0700
Instrumentation Technology	0800
Mechanical Technology (including mechanical drafting and design; tool and die design; and mechanical production)	0900
Non-course Activity	9800
Metallurgical Technology	1000
Other Technical Education (NEC)	9900
Trade and Industrial Education (Vocational Education)	**0170000**
Air Conditioning and Refrigeration	0100
Aircraft Maintenance	0200
Automotive	0300
Barbering	0400
Carpentry	0500
Commercial Art	0600

Instructional Course (Cont)	Code
Commercial Food Preparation	0700
Cosmetology	0800
Diesel	0900
Drafting	1000
Dressmaking and Tailoring	1100
Electrical, Industrial	1200
Electrical, Lineman Training	1300
Electrical, Wiring	1400
Firemen Training	1500
Fishery	1600
Food Service Worker (including waiter/waitress)	1700
Heavy Equipment Operation	1800
Hotel, Motel, and Restaurant (except waiter/waitress)	1900
Law Enforcement	2000
Machines Tool Operator	2100
Machine Shop	2200
Meat Cutter	2300
Painting and Decorating	2400
Photography	2500
Plumbing	2600
Printing	2700
Radio and TV Maintenance	2800
Service Occupations (NEC)	2900
Sheet Metal (NEC)	3000
Shoe Repairing	3100
Small Engine Repair (Internal Combustion)	3200
Supervisory	3300
Surveying	3400
Trowel Trades	3500
Watchmaking	3600
Welding	3700
General Continuation	3800
Non-course Activity	9800
Other Trade and Industrial Education (NEC)	9900
Basic Education Vocational Education Act of 1963 (Special Needs)	0190000

G. Instructional Grade Codes

Instructional Grade	
7th grade	07
8th grade	08
9th grade	09
10th grade	10
11th grade	11
12th grade	12
13th grade	13
14th grade	14
Combination 7th, 8th, & 9th (Junior High)	51
Combination 10th, 11th, & 12th grades	52
Combination 13th & 14th grades	53
Special Needs	91
Adult	95

H. Method of Instruction Codes

Method of Instruction	Code
Supplementary vocational program	30
Cooperative education	32
Preservice teacher training (vocational)	34
Apprenticeship training (vocational)	35
On-The-Job training	36
Part-time general continuation class (vocational, trade and industrial)	37
Preparatory program (vocational	38
Ungraded secondary	80
Other NEC	90
Workshop	92
Seminar	94

I. Administration Level Codes

Administrative Level	
Kindergarten and pre-kindergarten	10
Elementary	20
Intermediate	30
Secondary	40
Post-secondary	50
Elementary-secondary combined or ungraded	60
Adult	70

J. Type of Pupil Code

Type of Pupil	
Regular	10
Handicapped	20
Gifted	30

Type of Pupil (Cont)	Code
Adult and out-of-school	40
Person with special needs	50
Former Dropout	60
Other	90

CHAPTER 3

GLOSSARY OF TERMS

This chapter contains a glossary of terms commonly used in the Vocational Education Information System. The basic source of the definitions was the following publications prepared by the U.S. Office of Education:

a. State Educational Records and Report Series:

Handbook I, The Common Core of State Educational Information (Bulletin 1953, No. 8)

Handbook II, Financial Accounting for Local and State School Systems (OE-22017)

Handbook III, Property Accounting for Local and State School Systems (OE-21019)

Handbook IV, Staff Accounting for Local and State School Systems (OE-23039)

Handbook V, Pupil Accounting for Local and State School Systems (OE-23035)

b. Part 104 - Administration of Vocational Education:

Federal Allotments to States, Rules and Regulations

In some instances, definitions from the above sources were modified to meet vocational education reporting requirements. These changes were coordinated with cognizant U.S. Office of Education personnel.

Acts

As used in vocational education, refers to the Smith-Hughes Act, the three titles (Title I, Title II, and Title III) of the George-Barden Act, the supplementary acts, and the Vocational Education Act of 1963.

Administration Salary(s), Local Boards of Education

That portion of the total expenditure for local administration that has been prorated for salaries of Local Directors.

Administration Salary(s), State Board of Vocational Education

That portion of the total expenditure for State administration that has been prorated to the vocational salaries of the Executive Officer of the State Board, the State Director of Vocational Education, and the necessary supporting professional personnel and their clerical staffs.

Adult

An individual who has reached a specified minimum legal age of adulthood, usually 21 years.

Adult and Out-of-School Youth (Type of Pupil)

Adults and out-of-school youth receiving instruction in an adult education instructional organization or in an adult education program offered by an elementary school, a secondary school, or a college.

Adult Vocational Education

Instruction which provides opportunity for adults and out-of-school youth to further their education. This instruction may be offered through a separate adult education instructional organization of a school system (such as an evening school or an adult trade, technical, or vocational school), through an adult education program of a college, or through some other arrangement. While most pupils in adult education receive their instruction in courses to which an instructional level has not been assigned, adult education often includes instruction at the elementary and secondary instructional levels in classes, through correspondence, or by other means. Adult education also includes instruction at the post-secondary instructional level for which credit is not given toward a degree or toward the completion of a terminal program.

Ancillary Services

Those auxiliary activities which are conducted in support of vocational education programs, rather than as separate operations, and whose primary function is to expedite the performance of, and insure quality in, the programs. For example, teacher training, conduct of demonstration and experimental programs, development of instructional materials, program evaluation, research and guidance activities.

Apprentice

A worker who is learning a recognized occupation in accordance with a written apprentice-training contract between him and his employer or employers, which provides for a given period of planned work experience through employment on the job, supplemented by appropriate related instruction, and specified other details of the arrangement.

Apprenticeship Training

An organized system for providing young people with the manipulative skills and technical or theoretical knowledge needed for competent performance in skilled occupations. The program usually involves cooperation among schools, labor, and management, since apprentices learn the skills of their craft through on-the-job work experiences, and the related theoretical information through classroom instruction. The minimum terms and conditions of apprenticeship are regulated by State and local statutes or agreements.

Area or Regional Supervisor

A person responsible for supervising or coordinating activities in an area or region.

Area or Regional Vocational School

A public school or institution that serves a geographical area larger than one school district; for example, a school serving a whole State, several counties, a whole county, or parts of two or more school districts. In vocational education, for construction purposes, "area vocational education school" means any public school or public institution the facilities of which can be constructed with Federal funds under the provisions of section 4(a)(5) of the 1963 Act. These may include only: (1) A specialized high school used exclusively or principally for the provision of vocational education to persons who are available for full-time study in preparation for entering the labor market; (2) The department of a high school exclusively or principally used for providing vocational education in no less than five different occupational fields to persons who are available for full-time study in preparation for entering the labor market; (3) A technical or vocational school used exclusively or principally for the provision of vocational education to persons who have completed or left high school and who are available for full-time study in preparation for entering the labor market; and (4) The department or division of a junior college or community college or university which, under the supervision of the State board, provides vocational education in no less than five different occupational fields leading to immediate employment but not leading to a baccalaureate degree.

Assistant Supervisor

Assistant to the person in charge of a single occupational area or program.

Certificate of Completion

An official record granted to members of vocational classes or programs upon satisfactorily completing the requirements of a course of instruction.

Code

A system of numbers and/or letters and/or other symbolic designations used for identifying previously defined items and categories of information.

College

A school providing instruction at the college level. This includes the community college, junior college, and any other school offering college level instruction. The college may also offer adult education and other courses in addition to its college level courses.

Commissioner

Refers to the Commissioner of Education, U.S. Department of Health, Education and Welfare.

Community College

Is a junior college operated by the board of education of a local basic administrative unit (including the independent local board for one or more community colleges). Instruction is adapted in content, level, and schedule to the needs of the local community.

College, Junior

An institution of higher education which offers the first two years of college instruction, frequently grants an associate degree, and does not grant a bachelor's degree. Offerings include transfer and/or terminal programs at the post-secondary instructional level and may also include adult education programs.

Comprehensive Secondary School

A secondary school with a number of departments (e.g., academic, industrial, business, vocational) offering a diversified program to meet the needs of pupils with varying interests and abilities.

Congressional District

A portion of the State defined geographically for electoral purposes and identified by a number or code.

Construction Project

A specific project for the construction or expansion of an area vocational school facility which will be accomplished at a single site as provided in paragraph 104.44 of "Part 104 -- Administration of Vocational Education: Federal Allotments to States, Rules and Regulations."

Construction, Type of

Type of construction undertaken for Area Vocational Education school facility projects as follows:

(a) Expansion, remodeling, and/or other alterations of existing buildings, as defined in Regulation 104.1(n)(2)(i).

(b) Construction of new buildings to the extent they contain such school facilities and initial equipment as defined in Regulation 104.1(n)(2)(ii).

Contracted Services

Those services rendered to the school system through contract or other agreement with a firm, company, individual, or other educational agency or institution, such services being performed by person or persons not on the school staff.

Cooperative Education

A combination program of alternate schooling and employment (study and practice) conducted on an alternating schedule so as to provide legal employment of the student, with organized on-the-job training, and also correlated vocational school instruction.

Counselor

A staff member assigned professional services having the purpose of assisting pupils in making plans and choices in relation to education, vocation, or personal development.

Course of Study

An organization of subject matter and related learning experiences provided for the instruction of pupils on a scheduled or other systematic basis during a predetermined period of time (e.g., semester, regular school term, or a 2-week workshop) and usually providing, upon successful completion, credit toward a degree or other certification of completion of an overall instructional program.

Curriculum

A series of interrelated courses of varying length, arranged in logical sequence, and designed to meet a stated educational objective.

Curriculum Specialist

A person who develops instructional materials to support the instructional program in a particular occupational area.

Dependent

One who is sustained by another, or who relies on another for support.

Distribution Education

A program of instruction in marketing, merchandising, and management. The instruction is devoted to updating, upgrading, career development, and operational management.

Dropout

A pupil who leaves school before graduation or completion of a program of studies for any reason except death, and without transferring to another school.

The term dropout is used most often to designate an elementary or secondary school pupil who has been in membership during the regular school term and who withdraws from membership before graduating from secondary school or before completing an equivalent program of studies.

Such an individual is considered a dropout whether he drops out before or after he has passed the compulsory school attendance age, and whether or not he has completed a minimum required amount of school work.

Employment

Lawful work in a recognized occupation.

Enrollment, (Vocational)

Number of students in vocational classes which met the standards in the State Plan, received direction, supervision and furnished reports, irrespective of whether expenditures for these classes were supported by reimbursement of vocational funds or used for matching Federal funds.

Equipment, (Vocational)

A fixed or movable article, or set of articles, which:

a. Retain its original shape and general appearance with reasonable care and use over a period of at least one year when handled with reasonable care;

b. Is usually more feasible to repair than to replace with an entirely new unit (non-expendable) when it is damaged or fails to function properly;

c. Does not lose its identity through incorporation into a larger or more complex unit or substance.

Follow-Up Study

A program to determine (1) what occupations were pursued by students and/or graduates of vocational education courses and (2) how effective was the training in relationship to job requirements.

Funds, (Vocational)

Unless otherwise specified, refers to any public funds available for expenditure under the Vocational Education State Plan, whether derived from Federal grants or State or local appropriations or other sources.

Gainful Employment

Gainful employment means employment in a recognized occupation for which persons normally receive a wage, salary, fee, or profit.

George-Barden Act

A Federal law enacted in 1946 which provides for the further development and promotion of vocational education in several States and territories. It authorizes a Federal appropriation for grants-in-aid to States for use in vocational programs which meet certain minimum standards in agriculture, home economics, distributive education, trade and industrial education, and vocational guidance. On August 8, 1956, fishery trades were included. The Act is administered by the Office of Education. Title II within the Health Amendments Act of 1956 authorized a program for the extension and improvement of practical nurse training and other similar health occupations. Title III was added to the George-Barden Act by an amendment provided by Title VIII of the National Defense Education Act of 1958 which provided that funds be appropriated for training highly skilled technicians in defense-related occupations.

Gifted (Type of Pupil)

The type of pupil who, because of certain atypical characteristics, has been identified by technically or professionally qualified personnel as possessing intellectual capacity so much above the average as to require special educational planning.

Grade

That portion of a school program which represents the work of one regular school term and which is identified by a designation such as kindergarten, grade 1, grade 3, grade 7, etc.

Handicapped (Type of Pupil)

The type of pupil who, because of certain atypical characteristics, has been identified by technically or professionally qualified personnel as possessing physical, mental, and/or behavioral characteristics that so adversely affect the performance of the individual as to require special educational planning.

Guidance and Counseling, (Vocational)

Vocational guidance and counseling services include the following activities:

a. The identification of individuals who are suited to, and who would benefit from, vocational education.

b. The assisting of these individuals in the planning of a realistic program of training and study.

c. Guidance during schooling.

d. Assistance in vocational job placement in chosen fields.

e. The conduction of follow-up procedures to determine the effectiveness of the vocational instruction and of the guidance and counseling program.

Guidance Counselor

A staff member assigned professional services having the purpose of assisting pupils in making plans and choices in relation to education, vocation, or personal development.

Identification Number

A number assigned to a staff member, student, school, congressional district, county, or other entity, by the school system or by the State or Federal agencies, for identification and record-keeping purposes.

Initial School Equipment, (Vocational Construction)

All building fixtures and utilities, furnishings (including conventional classroom and office furniture) and instructional equipment. In connection with the erection of new facilities or the expansion of existing ones, initial equipment shall include only that equipment which must be placed in the proposed facility to accommodate the type of vocational instruction, or other vocational education purpose, for which the facility is designed. In connection with the remodeling and/or alteration of existing facilities, initial equipment may also include equipment installed to replace obsolete or worn-out equipment. If replacement equipment is used in a remodeling or alteration project, the trade-in allowance (or the salvage value) of the old equipment must be deducted from the price of the new equipment when computing construction costs.

Instructional Equipment (Vocational)

Equipment, supplies, and teaching aids (including reference materials and textbooks) used in the classroom, library, laboratory, shop, or field, either by authorized vocational education instruction personnel for instructing, or by their students for learning. It may not include supplies to be made into equipment or products to be sold, or to be used by pupils, teachers, or other persons.

Instructional Rooms (Vocational)

The work areas, such as classrooms, libraries, laboratories, workshops, cafeterias, offices and utility rooms which are required to operate a program of vocational instruction at normal capacity (in accordance with the State Plan and the laws and customs of the State). These spaces do not include facilities primarily intended for events for which admission is to be charged to the public, such as single-purpose auditoriums, indoor arenas, and outdoor stadiums.

Intermediate Administrative Unit

A unit smaller than the State which exists primarily to provide administrative, consultative, advisory, or statistical services to local basic administrative units, or to exercise certain regulatory and inspectorial functions over local basic administrative units. An intermediate unit may operate schools and contract for school services, but it does not exist primarily to render such services. Such units may or may not have taxing and bonding authority. Where there is a supervisory union board, the union is included as an intermediate unit.

Itinerant Teacher, (Vocational)

A full-time person who teaches adult preparatory or supplementary classes throughout an area, such as a county, major city, region or State.

Junior or Community College

See: College, Community or College, Junior

Local Basic Administrative Unit

An administration unit at the local level which exists primarily to operate public schools or to contract for public school services (including vocational education). Normally, taxes can be levied against such units for school purposes. These units may or may not be coterminous with county, city, or town boundaries. This term is used synonymously with the term "school district."

Local Educational Agency

A board of education or other legally constituted local school authority having administrative control and direction of public elementary or secondary schools in a city, county, township, school district, or political subdivision in a State, or any other public educational

institution or agency having administrative control and direction of a vocational education program (except as otherwise provided in section 210(d) of the George-Barden Act for health occupations training). In the regulations of this part, anything modified by the adjective "local" pertains to a "local educational agency" herein defined.

Nonpublic School

A school established by an agency other than the State or its subdivisions or the Federal government, which is usually supported by other than public funds, and the operation of whose program rests with other than publicly elected or appointed officials.

Occupational Field

A group of recognized occupations which possess many similarities and which have the following characteristics in common:

a. The type of work performed.

b. The basic aptitudes, and the acquired knowledge and training, required.

c. The tools, machines, instruments, and other equipment used.

d. The basic materials used.

Occupations, Defense Related, (Vocational)

Occupations which (1) entail the design, development, testing, manufacturing, processing, construction, installation, operation, maintenance, repair, or servicing of plant facilities, equipment or products which are of importance to military or other defense activity and (2) are a vital part of an industry or activity which is necessary to the defense program, such as the military itself, suppliers of products or services to the military, or other defense activities, and scientific research.

On-the-Job Training

A program of instruction provided to an employed worker by the employer during the normal working hours of the occupation.

Part-Time General Continuation Class (Vocational-Trade and Industrial only)

A class for employed persons who have completed the full-time day school and are re-enrolled for instruction which is designed to increase their civic intelligence rather than to develop specific occupational competence. These classes are usually limited to those under 18 years of age.

Persons With Special Needs (Vocational Education Only)

Persons who have academic, socio-economic, or other handicaps which make them unable to follow regular Vocational Education Programs, but who are otherwise available for full-time study in preparation for entering the labor market.

Preparatory Program, (Vocational)

Any program which prepares its enrollees for employment.

Preservice Teacher Training, (Vocational)

Vocational teacher training (pre-employment) offered to persons who are preparing to teach vocational education students or to assume professional duties and responsibilities in the field of vocational education.

Post-Secondary Program

A 13th and/or 14th grade level program operated on a regular full-time day school basis.

Public School

A division of the public school system consisting of a group of pupils composed of one or more grade groups, organized as one unit with one or more teachers to give instruction of a defined type, and housed in a school plant of one or more buildings. More than one school may be housed in one school plant, as is the case where the elementary and secondary programs are housed in the same school plant.

Public School Operated by the Federal Government

A public school operated by the Federal government.

Public School Operated by the State

A public school operated by the State.

Recognized Occupation

Any lawful occupation that the Commissioner of Education finds is identifiable by employers, employer groups, and governmental and non-governmental agencies and institutions, which are concerned with the definition and classification of occupations.

Regional Supervisor

A person responsible for supervising or coordinating activities in a region or an area.

Regular Pupil (Type of Pupil)

The type of pupil for which most regular course and noncourse instruction is offered in elementary, secondary, post-secondary schools and colleges.

Regional Vocational School

See: Area or Regional Vocational School

Research Specialist

A person who is primarily engaged in research for and in the development and implementation of vocational programs and procedures.

School District

An area which, for geographical reasons or for specified public school purposes, is under the supervision or control of a single board of education and/or administrative officer.

School Facilities, (Vocational)

Facilities of an area vocational education school which may be paid for with Federal funds under section 4(a)(5) of the Vocational Education Act of 1963, including the following:

a. Instructional and auxiliary rooms

b. Initial school equipment

c. Interests, whether in fee, lease-hold, or otherwise, in land on which such facilities are to be constructed.

School, Type of (Vocational)

Schools offering vocational programs are classified according to the following list of categories (further defined elsewhere in the glossary):

a. Regular or comprehensive high school

b. Vocational and/or technical school

c. Technical institute

d. Department of a university

e. Junior College

f. Community College

g. Area or regional vocational school

Secondary Program, (Vocational)

A 9th through 12th grade level program operated on a regular full-time day school basis.

Semester

One-half of a regular school term, usually 16 to 18 weeks.

Smith-Hughes Act

The basic Federal vocational education act, passed in 1917, which established the principles of Federal financial aid and cooperation with the States in promoting public vocational education in agriculture, trade and industries, and home economics for persons 14 years of age or older. The Act includes a permanent appropriation and is administered by the Office of Education.

Special Needs, Persons with

Persons who have academic, socio-economic, or other handicaps which make them unable to follow regular vocational education programs, but who are otherwise available for full-time study in preparation for entering the labor market.

State

Term pertaining to a State of the Union, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, or American Samoa, except that with respect to funds under the Smith-Hughes Act, the term does not include the Virgin Islands, Guam, or American Samoa.

State Board of Vocational Education

A State board designated or created pursuant to Section 5 of the Smith-Hughes Act.

State Education Agency

The organization established by law for the primary purpose of carrying out a part of the educational responsibility of the State. It is characterized by having Statewide jurisdiction and may be composed of a State board, chief executive officer, and staff. Some State education agencies may lack one or two of these three elements, but in any case there must be either a board or a chief executive officer. The term "commission" is sometimes used in place of "board."

State Vocational Education Plan (State Plan)

A written description of the State's vocational education programs which must be submitted and approved by the Commissioner as a condition for the allotment of Federal funds. It shall

set forth the State's authority under State law for its administration of such programs and shall include the policies to be followed by the State in maintaining, extending, and improving existing vocational education programs, and in developing new programs to the end that persons of all ages in all communities of the State will have ready access to vocational training. The training, or retraining, shall be of high quality, with offerings that have been developed in the light of actual or anticipated opportunities for employment, and which is suited to the needs, interests, and ability of such persons to benefit from such training.

Supervisor or Director

A person in charge of a single occupational area.

Supplementary Program

A program that is offered as supplemental training to persons already (employed) in the labor market. Such training includes:

a. Adult and young farmer

b. Adult and home economics

c. Extension courses in trades and industry, distributive occupations, nursing, and other technical education

Teacher Coordinator, (Vocational)

A member of a school staff who is responsible for administering the school program and for resolving all problems that arise between school regulations and the on-the-job activities of the employed student. The coordinator also performs liaison duties between the school and employers in programs of cooperative education or other part-time job training.

Teacher Education Institution

A university, liberal arts college, teacher's college, or professional school (1) which has as its major function the preparation of students for the teaching profession, and (2) which has been approved, for teacher education by a State, regional, or national accrediting body.

Teacher Trainer, (Vocational)

A person whose primary responsibility is the training of preservice and in-service teachers.

Technical Education, (Vocational)

An education program designed to train persons for employment as highly skilled technicians in recognized occupations requiring scientific knowledge. To be eligible for such

education, applicants must have completed the ninth grade and must be at least 16 years of age.

Technical Secondary School, (Vocational)

A secondary technical school offers training in technical occupations where emphasis is on application of the functional aspects of mathematics and science and the objective of this training is entrance into employment in such technical occupations upon graduation. The school is separately organized under an Administrative Officer directly responsible to a local Superintendent or school board regardless of where the program is housed.

Technical Institute

A post-secondary institution of higher education which offers instruction in one or more technical occupations which is at a level above the skilled trades and below professional engineering, and in which emphasis is placed on the practical applications of mathematics and science.

Ungraded Classes (Non-graded Classes)

Regular classes, special classes for exceptional pupils, and various adult education classes which have no grade designations.

Useful Employment

The term "useful employment" as used in vocational education refers to homemaking activities, the training for which includes instruction that will enable families to improve their family life through more effective development and utilization of human resources.

Vocational Secondary School

A secondary vocational school offers training in one or more trades or occupations, and is separately organized under an administrative officer directly responsible to a local superintendent or school board, regardless of where the program is housed.

Vocational Education Act of 1963

A Federal act enacted "to authorize Federal grants to States to assist them to maintain, extend, and improve existing programs of vocational education, to develop new programs of vocational education, and to provide part-time employment for youths who need the earnings from such employment to continue their vocational training on a full-time basis, so that persons of all ages in all communities of the States - those in high school, those who have completed or discontinued their formal education and are preparing to enter the labor market, those who have already entered the labor market but need to upgrade their skills or learn new ones, and those with special educational handicaps - will have ready access to vocational training or retraining which is of high quality, which is realistic in the light of actual or anticipated opportunities for gainful employment, and which is suited to their needs, interests, and ability to benefit from such training."

Youth Organization Specialist

A person responsible for the development and operation of an occupational area youth program.